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LO file

Acting Chief, Procurement Division

3 September 1953

Assistant Management Officer, DD/A Area

Staff Duties, Procurement Division

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Date: 10-3-70

1. **PROBLEM.** To provide for the performance of certain staff duties in the Procurement Division.
2. **FACTS BEARING ON THE PROBLEM.**
 - a. The top staff of the Procurement Division presently consists of the Chief of the Division, a Deputy Chief for contract matters, a Deputy Chief for purchase matters and necessary clerical personnel.
 - b. It is necessary for the Chief of the Division to furnish all of the overall direction, including much detail work and study, to the operating elements of the Division.
3. **DISCUSSION.** Staff duties that need to be accomplished, in addition to overall operational direction, include (a) the formulation of policies, regulations, and procedures, (b) the conduct of studies and surveys on various matters of over-all concern, (c) the formulation of procurement training programs, (d) the recommendations and coordination of the assignment of procurement responsibilities, (e) the review of procurement plans of proprietary projects, and (f) other similar duties.

It is realized that a number of these duties are inherent in the deputy chief and branch chief positions. However, on an overall basis the Chief of the Division must coordinate such work, and this, in addition to his regular operating duties, seems to place an undue burden upon him.

It is noted that at the present time, the greatest volume of staff duties is in the preparation of Agency Procurement Regulations.
4. **CONCLUSIONS.** The establishment of a position of Assistant to the Chief of the Division would enable that official to accomplish the staff duties listed in paragraph 3 above. The one position is considered sufficient to accomplish the purpose, except that, in order to speed the writing of regulations, additional assistance might be detailed on a temporary basis.

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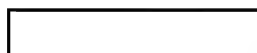
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5. RECOMMENDATIONS. It is recommended that:

- a. A position of Assistant to the Chief of Division be established in the immediate Office of the Chief with duties and responsibilities as indicated in Attachment A.
- b. Such additional help as may be temporarily required be made available by detailing personnel from other parts of the Division.
- c. The position recommended in "b" be taken from the existing T/O.



25X1A

1 Attachment

CONCURRENCES:

ECB
Acting Chief, Procurement Division

9-9-53
Date

JCB
Assistant Chief for Operations, LO

9-9-53
Date

APPROVED: NOT APPROVED

JAG
Chief of Logistics

10-2-53
Date

REFERRED TO:

Admin. Staff, LO, for action.

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